



# Documenting the Design Review Process



## 1. Pre-application and Coaching

- ◆ Applicant asks for a project number and receives coaching at the Land Use Counter
- ◆ Applicant and Planner attend Presubmittal Meeting

Pre-application and Coaching

Pre-App



## 2. Early Design Guidance (EDG) Application

- ◆ Applicant submits EDG application and pays initial fees
- ◆ Application routed to the assigned planner

EDG Application

## 3. Post-EDG intake

- ◆ Planner reviews EDG packet and EDG meeting is scheduled

Post EDG Intake

## 4. EDG Meeting Notice

- ◆ Public notice of meeting posted on DPD website, at the site, and mailed to people within 300’ of the site

EDG Meeting Notice



## 5. Pre-EDG Meeting Prep

- ◆ Applicant submits final EDG packet to Planner
- ◆ Packet is sent to Board and uploaded to website
- ◆ Staff verifies Board attendance

Pre-EDG Meeting Prep



## 6. EDG Meeting

- ◆ Applicant presents materials to the Board
- ◆ Public comments
- ◆ Board provides guidance

EDG Meeting

## 7. EDG Report

- ◆ Planner writes report
- ◆ Report copies are mailed out and uploaded to DPD website

EDG Report

Early Design Guidance Phase



## 8. MUP Intake

- ◆ MUP intake - applicant schedules intake and informs planner of intake appointment
- ◆ Fees are calculated and project is screened for intake

MUP Intake

MUP



## 9. Initial and Corrected MUP Review

- ◆ MUP application public notice posted on DPD website, at the site, and mailed to people within 300’ of the site
- ◆ Initial zoning review, Initial Land Use review including SEPA
- ◆ Planner works with applicant to ensure design responds to EDG and schedules Recommendation meeting

Initial MUP Review

## 10. Recommendation Meeting Notice

- ◆ Public notice of meeting posted on DPD website, and mailed to applicant and people who have submitted mailing addresses
- ◆ Planner reviews public comments

Recommendation Meeting Notice



## 11. Pre-Recommendation Meeting Prep

- ◆ Applicant submits packets to planner
- ◆ Packets sent to Board and uploaded to website
- ◆ Staff verifies Board attendance

Pre-Recommendation Meeting Prep



## 12. Recommendation Meeting

- ◆ Applicant presents proposal to Board
- ◆ Public comments
- ◆ Board reviews proposed design
- ◆ Board provides recommendation to planner

Recommendation Meeting

## 13. Recommendation Report

- ◆ Planner writes report
- ◆ Report copies are mailed out and uploaded to DPD website

Recommendation Report

Design Recommendation Phase

## 13. MUP Decision

- ◆ Planner completes MUP decision

MUP Decision

### Additional Resources:

Design Review website: [http://www.seattle.gov/dpd/Planning/Design\\_Review\\_Program/Overview/](http://www.seattle.gov/dpd/Planning/Design_Review_Program/Overview/)

CAM 238: <http://web1.seattle.gov/DPD/CAMs/CamDetail.aspx?cn=238>



*Points where the APPLICANT preparedness affects the timeline*